



City Of Marlborough
Marlborough Public Library

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Marlborough, MA 01752
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Salvatore Genovese
Director

Marlborough Public Library Display Case - Mission

Our mission in the utilization of the display case is to provide educational and visually entertaining information for library patrons and/or for beautification of the library. The display case may not be used for commercial purposes, political or religious advocacy, or individual promotion. We reserve the right to judge the suitability of all displays.

Displays change each month on the first day of the month. When agreeing to use the display case you agree to set the display up on the first day of the month and remove it on the last day of the month. There may be no changes to the display during this month. The display will be locked with library staff access only. Items are insurable against theft and damage up to a certain limit under the City of Marlborough's insurance policy; however, we encourage you to include only items of minimal or no actual value. No electronic devices or decorations can be used in the case. No living animals can be included in the display. Use caution when including live plants, as there can be considerable temperature fluctuation in the display case.

We suggest you come to the library to view the display case area before designing your display.

Specifications The display case measures 67" wide x 42" high x 16" deep.

There are two adjustable clear shelves and florescent lighting at the top of case. The back wall of the case is divided by the shelf support rails into four sections. When planning your display it is important to consider the back wall - it is unattractive and needs to be covered for a successful display. Tacks work best to secure materials to the back of case. The sides and frame of the display case are made of metal and tape; magnets can be used.

Scheduling

If you want to book the display case please complete the information below and send to the attention of Debby Boates-Miller at the address listed above. You will be contacted to discuss your project and the months upcoming available for display.

YOUR NAME: _____

NAME OF GROUP/ORGANIZATION (IF APPLICABLE):

PHONE: _____ EMAIL: _____

TITLE OF YOUR DISPLAY (THEME): _____

NAME, PHONE, and EMAIL OF PERSON RESPONSIBLE FOR PUTTING UP AND TAKING
DOWN DISPLAY (IF DIFFERENT):

PREFERRED MONTH OF DISPLAY (SUBJECT TO AVAILABILITY AND JUDGMENT OF
LIBRARY STAFF): _____

SIGNATURE: _____